

Supervisor Meeting

Meeting Minute Number	01
Date	15/07/2014
Time	19:05 – 19:45
Venue	SMU SIS Level 5 [Prof Gan's Office]
Attendees	Ken, Pei Qin, Thandar, Sithu, Kawi
Absentees	-
Agenda Topics:	<ol style="list-style-type: none"> 1. Brief our supervisor on our updated scopes 2. Present our demo to our supervisor 3. Schedule our next meeting with our supervisor

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Brief our supervisor on our updated scopes</u></p> <p><i>Overview:</i></p> <p>Based on our proposal, we have added functionalities for the Teacher Module. Functionalities such as SMS Notification have been removed.</p> <p>In this project, there are a total of 4 different types of roles, where the age groups are below 22 years old, mostly 15 to 18 years old.</p> <p><u>Feedback from our Supervisor</u></p> <p>Data Analysis</p> <ul style="list-style-type: none"> • Data Analysis is a term used to focus on trend. As our sponsor is small start-ups with little data, it would be better to change the naming convention to <u>Reporting</u>, which allows user to view detailed data, displays a simple chart & etc. 		

	<p>X-Factor</p> <ul style="list-style-type: none"> • We are deploying with live programs. <ul style="list-style-type: none"> ○ After first deployment, we are expecting 4 to 6 programs to be deployed during December. ○ For the second deployment (final presentation), we will have 10 programs. <p><u>Supervisor's Feedback</u></p> <ul style="list-style-type: none"> • We have to increase our working capabilities else x-factor would be gone. Also, do ask our sponsor for the exact schedules on whether how many programs would be deployed. • Ask sponsor what is the need for an information system? Certain stuff that they require can be easily done through excel spreadsheet. - CAT Project <p>Hosting</p> <p><u>Supervisor's Feedback</u></p> <p>Need to discuss with Huijia on the hosting. It would be great to deploy it as soon as possible.</p>		
2.	<p><u>Present our demo to our Supervisor</u></p> <p><u>Supervisor's Feedback</u></p> <p>Based on our timeline, we need to work on our project more often. He expects to see more functionalities being done up prior to the next meeting.</p>		
3.	<p><u>Schedule our next meeting with our supervisor</u></p> <p>Date: 4th August 2014 (Monday) Time: 19:30pm</p>		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Come up with an architecture diagram for Prof Gan by next meeting	Kawi	<i>By next meeting, 4th August 2014</i>
2.	Differentiate our scope based on the 4 type of roles. <ul style="list-style-type: none">○ List out the 4 columns & their respective functionalities (to capture the main differences)	Pei Qin	
3.	In our scope, change the naming convention from Data Analysis to Reporting	Thandar	
4.	To discuss with HuiJia on the Hosting	Thandar	

Prepared by:

Chua Pei Qin

Observers:

Thandar, Kawi